

2008 PROJECT PROFILE AND VOLUNTEER ACTIVITY (PPVA) DATA COLLECTION RSVP (RETIRED AND SENIOR VOLUNTEER PROGRAM) EGRANTS INSTRUCTIONS FOR GRANTEES

The following instructions with eGrants screen shots walk you through completing the PPVA report. Please see the separate “Help Text” document for descriptions of each field.

1. All of the fields on the PPVA form are required. Each field must be completed in order to submit the PPVA report. If there are no numbers to report for a particular data field, please enter a “0”.
2. **Please be sure to scroll down** to the end of each category to ensure all required fields are filled-in.
3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your Corporation State Office.
4. To print a copy of the PPVA report, click on the **“Print PPVA”** button on the “Review and Submit” screen.

Step (1) Log on to eGrants phase II: goto, www.nationalservice.gov, and click on “eGrants” under “For Organizations”:

About Us	For Organizations	For I
<ul style="list-style-type: none">▪ Volunteering in America▪ Our Role and Impact▪ Our Programs▪ Newsroom▪ Media Kit Materials▪ National Service Calendar▪ Make a Donation▪ Employment▪ Search▪ Contact Us More About Us	<ul style="list-style-type: none">▪ How Can National Service Help Our Organization?▪ Which Program Is Right for Our Organization?▪ New Funding Opportunities▪ Manage Current Grants and Projects▪ Find Volunteers and Members▪ Tools, Training, and Information▪ For Faith-Based and Other Community Organizations▪ Frequently Asked Questions More for Organizations	<ul style="list-style-type: none">▪ Why▪ I'm I▪ Ben▪ Frec▪ Curr▪ Volu▪ Spre More
	eGrants	

[HOME](#)**eGrants**[About Us](#)[For Organizations](#)[For Individuals](#)[Our Programs](#)[eGrants Home](#)

- + Introduction to eGrants Phase II
- + Help / Assistance
- + Notices of Funding Availability
- + Feedback
- + Hours of Operation
- + Be a Peer Reviewer

National Service in Your StateSelect a State **National Service Websites**Other National Service Websites **National Service Newsletter**Enter Email Address **Site Tools**

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 Google TranslateSelect Language [Gadgets powered by Google](#)
[Terms and Conditions](#)**Partnering to Answer
the President's Call
to Service****eGrants****Welcome to eGrants**

eGrants is the Corporation for National and Community Service's web-based system for:

- Submission and tracking grant applications and concept papers;
- On-line grant application peer review;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, and continuations;
- Creating, submitting and editing your recruitment listings;
- Selecting applicants and searching for applicants;
- Approving project transportation (V-81) forms (VISTA only); and
- Financial Status and Progress Reporting.

[Click here](#) to link to the eGrants / My AmeriCorps Training and User Support page within our Resource Center website.

Former AmeriCorps Recruitment and Placement System (ACRPS) users [click here](#) for information about using the new recruitment functionality in eGrants.

eGrants System Status

as of Tuesday, October 14, 2008

SYSTEM OPERATING NORMALLY**Scheduled eGrants System Outages**

as of Tuesday, October 14, 2008

There are currently no scheduled system outages for eGrants.**Help Desk Information:****Phone:** 888-677-7849**Email:** egrantshelp@cns.gov**Hours of operation:** 8:00 AM to 6:00 PM Eastern time, Monday through Friday**Login:**

**Please click here
to Use eGrants**

After logging onto *Grants Phase II* you will see the following screen.

Step (2) Select the **PPVA screens** under **Grant Management**. This will bring up the PPVA screen.

Welcome Elizabeth 8/2/2005, 11:39 AM, EDT	eGRANTS MESSAGES Welcome to eGrants!	MY GRANTS/APPLICATIONS View all application/grants 17 Awarded 1 Submitted to CNCS 1 Scheduled for Review
Start a New Application Click the links below to begin a new grant application or concept paper. Start a New Application Start a New Concept Paper	My Account Click on the links below to access common account functions. My Account Equal Opportunity Survey	Grant Management Create Continuation Amendment Financial Status Report Progress Report PPVA Report

508 Approved | [Report a Bug](#)

Step (3)

- Select the most current **grant number** and “**edit PPVA** **view PPVA**” will appear on the right column.
- If another grant number is selected only “**view PPVA**” will be seen. Select “**edit PPVA**” to fill-out the PPVA screen.

Senior Corps PPVA				Welcome Ulises
Grant #02SRAMA159				
Grant #05SRAMA006				
Grant #08SRAMA001				
Reporting Date	Due Date	Extension Date	Status	
07/01/2007 - 06/30/2008	11/30/2008		PPVA Initial Entry	edit print

508 Approved | [Contact Help Desk](#) | [disable the pictures](#)

Step (4) The first screen shows the **Reporting Period** for PPVA: **July 1, 2007 – June 30, 2008** and the **Due Date, November 30, 2008**.

You can move to different sections of the report by clicking list in the left column or by clicking the “next” button as you finish each screen. Data is automatically saved by clicking “next”.

Senior Corps PPVA

- Demographics
- Service Information
- Client Information
- Service Categories
- Stations
- Review and Submit

Grant Info

Grant #: 08SRAMA001

Project Period
01/01/2008 - 12/31/2010

For information about the Project Profile and Volunteer Activity (PPVA) Report ?

Senior Corps PPVA

Grant# 08SRAMA001 - RSYP

Due Date: 11/30/2008

Status: PPVA Initial Entry

Reporting Period: 07/01/2007 - 06/30/2008

- ☒ Project has Internet Access
- ☒ Project Serves More than One State
- ☐ Project Started as Non-CNCS Funded
- ☒ Project is Statewide or Multi-City

Step (5) “Demographics” is the first data category. Fill in the number of volunteers in each field.

Note: The total in each section should equal the total number of volunteers for the project. Help Text is available on the screen to explain each PPVA data category.

Demographics

Service Information

Client Information

Service Categories

Stations

Review and Submit

Grant Info

Grant #: 08SRAMA001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

Mystic Valley Elder Services
Inc
300 Commercial St
Suite 19
Malden, MA 02148

the PPVA report. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.
For more Information click here ?

Age Group	# of Vols
55 to 62	<input type="text"/>
63 to 65	<input type="text"/>
66 to 74	<input type="text"/>
75 to 84	<input type="text"/>
85 and over	<input type="text"/>
Gender	# of Vols
Female	<input type="text"/>
Male	<input type="text"/>
Ethnicity	# of Vols
Hispanic or Latino	<input type="text"/>
Non-Hispanic or Non-Latino	<input type="text"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Pacific Island	<input type="text"/>
White	<input type="text"/>

Step (6) RSVP Service Information. Fill in the number of volunteers in each field.

Be sure to scroll down to the end of each category to ensure completion of all required fields.
For more Information click here ?

Volunteers	# of Vols
Total number of Volunteers	<input type="text"/>
No. RSVP Vols. serving to mobilize volunteers for other organizations	<input type="text"/>
No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.	<input type="text"/>

Hours Served	# of Vols
4 or Fewer Hours per week	<input type="text"/>
5 - 10 Hours per week	<input type="text"/>
11 - 19 Hours per week	<input type="text"/>
20 - 29 Hours per week	<input type="text"/>
30 or more hours per week	<input type="text"/>

Volunteers Separated	# of Vols
Employment, moved, family, new interests	<input type="text"/>
Health problems, death	<input type="text"/>
Transportation problems	<input type="text"/>
Poor performance	<input type="text"/>

Service Information

Client Information

Service Categories

Stations

Review and Submit

Grant Info

Grant #: 08SRAMA001

Project Period
01/01/2008 - 12/31/2010

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Inc
300 Commercial St
Suite 19
Malden, MA 02148

Step (7) RSVP Client Information. Fill in the number of clients in each field.

For more information click here ?

Clients Served	# of Clients
Total number of children of prisoners served	<input type="text"/>
Total number of children in foster care served	<input type="text"/>
Total number of children mentored	<input type="text"/>
Number of adult ex-offenders served	<input type="text"/>
Total number of Immigrants served	<input type="text"/>
Number of seniors receiving independent living services	<input type="text"/>
Number of caregivers provided with respite	<input type="text"/>

Client Information

Service Categories

Stations

Review and Submit

Grant Info

Grant #: 08SRAMA001

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

Step (8) RSVP Service Categories. Fill in the number of total number hours for each type of service in each field.

Service Categories																																					
Stations Review and Submit	<table border="1"> <thead> <tr> <th>Community and Economic Development</th> <th>Hours</th> </tr> </thead> <tbody> <tr><td>Community Revitalization/Improvement</td><td><input type="text"/></td></tr> <tr><td>Community-Based Volunteer Programs</td><td><input type="text"/></td></tr> <tr><td>Consumer Education</td><td><input type="text"/></td></tr> <tr><td>Cooperatives/Credit Unions</td><td><input type="text"/></td></tr> <tr><td>Food Production/Community Gardens/Farming</td><td><input type="text"/></td></tr> <tr><td>Job Development/Placement</td><td><input type="text"/></td></tr> <tr><td>Management Consulting</td><td><input type="text"/></td></tr> <tr><td>Micro Enterprise</td><td><input type="text"/></td></tr> <tr><td>Regional/State/City Planning</td><td><input type="text"/></td></tr> <tr><td>Small and Minority Business Development</td><td><input type="text"/></td></tr> <tr><td>Social Services Planning & Delivery Systems/Community Organization</td><td><input type="text"/></td></tr> <tr><td>Tax Consulting/Counseling</td><td><input type="text"/></td></tr> <tr><td>Technology Access</td><td><input type="text"/></td></tr> <tr><td>Thrift Store</td><td><input type="text"/></td></tr> <tr><td>Transportation Services</td><td><input type="text"/></td></tr> <tr><td>Welfare to Work</td><td><input type="text"/></td></tr> <tr><td>Other Community and Economic Development</td><td><input type="text"/></td></tr> </tbody> </table>	Community and Economic Development	Hours	Community Revitalization/Improvement	<input type="text"/>	Community-Based Volunteer Programs	<input type="text"/>	Consumer Education	<input type="text"/>	Cooperatives/Credit Unions	<input type="text"/>	Food Production/Community Gardens/Farming	<input type="text"/>	Job Development/Placement	<input type="text"/>	Management Consulting	<input type="text"/>	Micro Enterprise	<input type="text"/>	Regional/State/City Planning	<input type="text"/>	Small and Minority Business Development	<input type="text"/>	Social Services Planning & Delivery Systems/Community Organization	<input type="text"/>	Tax Consulting/Counseling	<input type="text"/>	Technology Access	<input type="text"/>	Thrift Store	<input type="text"/>	Transportation Services	<input type="text"/>	Welfare to Work	<input type="text"/>	Other Community and Economic Development	<input type="text"/>
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Grant Info Grant #: 08SRAMA001 Project Period 01/01/2008 - 12/31/2010																																					
Legal Applicant Info Mystic Valley Elder Services Inc 300 Commercial St Suite 19 Malden, MA 02148																																					

Step (9) RSVP Service Categories (Continued). Fill in the number of hours in each field.

	Disaster Recovery/Relief	Hours
	Disaster Preparedness	<input type="text"/>
	Disaster Mitigation	<input type="text"/>
	Disaster Response	<input type="text"/>
	Disaster Recovery	<input type="text"/>
	Other Disaster	<input type="text"/>
	Education	Hours
	Adult Education and Literacy	<input type="text"/>
	Afterschool Programs	<input type="text"/>
	America Reads	<input type="text"/>
	Computer Literacy	<input type="text"/>
	Cultural Heritage	<input type="text"/>
	Elementary Education	<input type="text"/>
	ESL	<input type="text"/>
	GED/Dropouts	<input type="text"/>
	Head Start, School Preparedness	<input type="text"/>
	Job Preparedness, School to Work	<input type="text"/>
	Secondary Education	<input type="text"/>
	Service Learning	<input type="text"/>
	Special Education	<input type="text"/>
	Tutoring and Child (Elementary) Literacy	<input type="text"/>
	Tutoring and Child (Middle Sch.) Literacy	<input type="text"/>
	Tutoring and Child (High Sch.) Literacy	<input type="text"/>
	Vocational Education	<input type="text"/>
	Youth Leadership Development	<input type="text"/>
	Other Education	<input type="text"/>
	Equipment	Hours

Step (10) RSVP: Service Categories (Continued). Fill in the number of hours in each field.

	Environment	Hours
	Clean Air	<input type="text"/>
	Clean and Safe Waters	<input type="text"/>
	Community/Neighborhood Restoration/Clean-up	<input type="text"/>
	Energy Conservation	<input type="text"/>
	Environmental Awareness	<input type="text"/>
	Indoor Environment	<input type="text"/>
	Toxic Waste Management	<input type="text"/>
	Waste Reduction, Management and Recycling	<input type="text"/>
	Wildlife, Land, & Vegetation Protection or Restoration	<input type="text"/>
	Other Environment	<input type="text"/>
	Health/Nutrition	Hours
	Boarder Babies	<input type="text"/>
	CHIPS, SCHIPS	<input type="text"/>
	Congregate Meals	<input type="text"/>
	Delivery of Health Services	<input type="text"/>
	Food Distribution/Collection	<input type="text"/>
	Health Education	<input type="text"/>
	Health Screening	<input type="text"/>
	HIV/AIDS	<input type="text"/>
	Hospice/Terminally Ill	<input type="text"/>
	Immunization	<input type="text"/>
	In-Home Care	<input type="text"/>
	Maternal/Child Health Services	<input type="text"/>
	Mental Health	<input type="text"/>
	Mental Retardation	<input type="text"/>
	Physical Disabilities Programs	<input type="text"/>
	Substance Abuse	<input type="text"/>
	Other Health/Nutrition	<input type="text"/>

Step (11) RSVP: Service Categories (Continued). Fill in the number of hours in each field.

	Human Needs	Hours
	Adoption	<input type="text"/>
	Adult Day Care	<input type="text"/>
	Companionship/Outreach	<input type="text"/>
	Crisis Intervention	<input type="text"/>
	Mentoring	<input type="text"/>
	Respite	<input type="text"/>
	Senior Center Programs (Non-Residential)	<input type="text"/>
	Senior Citizens Assistance	<input type="text"/>
	Teen Pregnancy/Parent Support Education	<input type="text"/>
	Other Human Needs	<input type="text"/>
	Housing	Hours
	Home Management Support/Education	<input type="text"/>
	Homeless	<input type="text"/>
	Housing Referrals/Relocation/Other Housing Related Services	<input type="text"/>
	Housing Rehabilitation/Construction	<input type="text"/>
	Independent Living - Disabled	<input type="text"/>
	Independent Living - Seniors	<input type="text"/>
	Tenant Organizing	<input type="text"/>
	Transitional Housing	<input type="text"/>
Other Housing	<input type="text"/>	

Step (12) RSVP: Service Categories (Continued). Fill in the number of hours in each field.

Public Safety	Hours
Adult Offender/Ex-offender Services & Rehabilitation	<input type="text"/>
Child Abuse/Neglect	<input type="text"/>
Children and Youth Safety Programs	<input type="text"/>
Community Policing/Community Patrol	<input type="text"/>
Conflict Resolution/Mediation	<input type="text"/>
Crime Awareness/Crime Avoidance	<input type="text"/>
Elder Abuse/Neglect	<input type="text"/>
Family Violence	<input type="text"/>
Improvement of Household Security	<input type="text"/>
Juvenile Justice, Delinquency/Gangs	<input type="text"/>
Legal Assistance	<input type="text"/>
Neighborhood Watch/Block Watch	<input type="text"/>
Safe Havens	<input type="text"/>
Safety/Fire Prevention/Accident Prevention	<input type="text"/>
Sexual Abuse/Rape	<input type="text"/>
Victim/Witness Assistance	<input type="text"/>
Other Public Safety	<input type="text"/>

Step (13) Faith-based Stations: Fill in the total number of faith-based volunteer stations and the number of total volunteers serving with these stations.

Note: Other Volunteer Station is collected via the Station Rosters submitted to the State Office at the time of the grant application submission

Faith Based Stations	# of Stations	# of Vols
Total number of faith-based Stations / Volunteers	<input type="text"/>	<input type="text"/>
Disaster Recovery/Relief	# of Stations	# of Vols
Total number of disaster services stations/volunteers	<input type="text"/>	<input type="text"/>

Step (14) Review and Submit:

- Click on “View/Print PPVA Report” to confirm your responses.
- If you need to change any responses you can do so by clicking “edit” in the appropriate section(s).
- After editing, click “View/Print PPVA Report” again to confirm your answers are correct.
- Click “Submit PPVA Report” to complete the final step. This step submits your report to your Program Manager in the State Office.

Demographics	Review and Submit
Service Information	Please review and submit your information
Client Information	
Service Categories	Grant# 08SRSKY001 - RSVP
Stations	Due Date: 11/30/2008
Review and Submit	Status: PPVA Initial Entry
	Reporting Period: 07/01/2007 - 06/30/2008
Grant Info	Demographics: edit
Grant #: 08SRSKY001	Service Information: edit
Project Period	Client Information: edit
01/01/2008 - 12/31/2010	Service Categories: edit
	Stations: edit
Legal Applicant Info	Available Actions View/Print PPVA Report
Community Action Council	Submit PPVA Report
Lexington-Fayette	
PO Box 11610	
710 West High Street	
Lexington, KY 40576	

Questions? Please contact your Program Manager in your Corporation State Office.